

**BLACKMAN CHARTER TOWNSHIP  
BOARD MEETING AGENDA  
Monday, October 16, 2023  
6:00 PM**

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

ADDITIONS / DELETIONS

MINUTES APPROVAL

1. Approval of the minutes for the Regular Board Meeting held on Monday, September 18, 2023.

CONSENT AGENDA

1. Approval of payroll for the dates 9/01/23 in the amount of **\$162,625.15**, for 9/15/23 in the amount of **\$161,863.58**, and for 9/29/23 in the amount of **\$174,872.15**
2. Receive Revenue and Expenditure Report for the period ending 9/30/23.
3. Approve **\$200,000.00** transfer from General Fund to Public Safety for month of September, 2023.

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE

CLERK'S UPDATE

1. Authorize the Clerk to sign "early voting agreement" with the County Clerk for 9-day early voting beginning with 2024 Presidential Primary.

PUBLIC SAFETY

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PLANNING COMMISSION

1. Approve **Case# 1560** – Home Occupation: Child Daycare at 719 Bellevue Ave., Jackson, MI 49202, Parcel 000-08-32-235-004-00, Zoned RU-1 (Urban Residential). Requested by Shaniece Smith. Conditions: Follow business plan and parking rules as provided, staff members shall only park in the driveway or garage and provide copy of State license to Blackman Charter Township for file.

ZONING BOARD OF APPEALS

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PARKS & RECREATION

1. (Informational) RFP for auditing services.
2. (discussion) RFP for cameras/electrical upgrade at Rod Mills Park.

TECHNOLOGY COMMITTEE

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UTILITIES COMMITTEE

1. Approve proposal for installation of 80 kw generator and "Automatic Transfer Switch" at the water boosting station. Aladdin quote of **\$75,874.00**.

ORDINANCE REVIEW COMMITTEE

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NEW BUSINESS

1. Approve the 2024 Blackman Charter Township Board of Trustees Meeting Schedule.
2. Approve the Ray Printing estimate for 2023 winter tax bills, newsletters, #10 window envelopes, and postage, priced at **\$5,442.41**.
3. Appointment of Electrical Inspector, effective 10-31-2023.
4. Approval of agreement with Nannette M. Sponsler as outlined in “letter of engagement” for contractual accounting services.
5. Authorize Supervisor to advertise for demolition of 2000 W. Parnall Rd.

BILLS

- Approve payment of bills on the Board Invoice Post Audit Report dated 10/11/23 in the amount of **\$346,614.82** and Board Invoice Report dated 10/12/2023 in the amount of **\$638,259.79**.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION

ADJOURNMENT

Regular Board Meeting  
Blackman Charter Township  
September 18, 2023

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, September 18, 2023 at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

**Members present:** Supervisor Jancek, Clerk Elwell, Treasurer Preston and Trustees Pack, Williams, Ambs and Thomas.

**Public Attendance:**

Commissioner James Shotwell  
Diane Derby  
Jennifer Biddinger.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**BRIEF PUBLIC COMMENTS – (two-minute limit)**

1. **Commissioner Shotwell**
  - a. Gave a brief summary of what is taking place in the County. The newly remodeled Animal Shelter is done and he encouraged members to go and have a look at it. They are in the process of hiring a part time administrative clerk and kennel attendant. He also spoke about installing control arms at Keeley Park downtown. The County is looking into turning the former Rolletorium into indoor pickleball courts. They have also had a property donation of 10 acres. The budgets for the County and Health Departments are being worked on. Finally, they are partnering with other counties to provide for a part time medical examiner position. This position would be approximately 29 hours a week and it will be out at the Chanter Road Facility.
2. **Jennifer Biddinger, Blackman resident,**
  - a. Spoke regarding the lawsuit filed by the Attorney General against Republican electors, specifically Hank Choate. There is a fund set up for donations to his legal defense.

**ADDITIONS/DELETIONS**

1. No additions/deletions.  
Motion by Clerk Elwell, supported by Treasurer Preston, to approve the Board of Trustee agenda for the Regular Board meeting on Monday, September 18, 2023.  
*Unanimously approved by voice vote*

**MINUTES APPROVAL**

2. Motion by Treasurer Preston, supported by Trustee Pack to approve the Board of Trustee minutes for the Regular Board Meeting on Monday, August 21, 2023.  
*Unanimously approved by voice vote*

**CONSENT AGENDA**

1. Approval of payroll for the date of August 4, 2023, in the amount of \$168,077.62, and for August 18, 2023 in the amount of \$200,089.75.
2. Approve \$400,000.00 transfer of funds from General Fund to Public Safety Fund for the month of August 2023.
3. Receive Revenue and Expenditure Report for the month of August 2023.  
Motioned by Treasurer Preston, supported by Trustee Ambs.  
*Roll call: Pack, Thomas, Williams, Ambs, Jancek, Preston, Elwell*  
*Ayes – 7    Nays – 0    Motion Approved*

### SUPERVISOR'S UPDATE

1. Update given on the County Farm Road Project. A sign will soon be posted listing the parcels for sale. There is nothing interfering with the cemetery. The final coat is done in Ayshire Lane. West end of County Farm Road is milled and paved. Most of the sidewalks are in and curbs and gutters are almost done. The westbound closure will be done in about 2 weeks and 2 days.
2. The Supervisor met with DDA and reported the following: Universal will be redone and there will be a sidewalk going up to the Memorial. There will be loop sidewalks from Meijers along Boardman, through the new highway and connect to Springport Road.
3. Paving update also given.

### TREASURER'S UPDATE

1. Taxes collected this year are up a bit from compared to last year.
2. There has been a theft of a check that did not get where it was supposed to. This check was in payment of a bill. The matter was turned over to Public Safety for investigation. This is the first time we have had this happen.

### CLERK'S UPDATE

1. The November election will be November 7, 2024. There will be no early voting this year.
2. A new absentee ballot box, furnished by the State of Michigan, has been installed at the front entrance to the building. We are working on getting a camera installed, which is a requirement.
3. Blackman Township is going in with the County for the nine-day early voting. There will be contracts ready to be signed by the end of the month. We will then have two voting places where individuals from all townships can vote. Upon registering, the appropriate ballot will be printed off for the individual. The County is looking at possibly having Blackman Township dedicated as one of the places for early voting. More to come on these once agreements have been worked out.
4. The Presidential Primary is currently in flux. It is set for February 27, 2024; however it is required to be held 90 days after the legislators have adjourned their session. This could mean that the February date will be moved to different date. We just have to wait to see what happens.
5. There are new requirements that will have to be done concerning the Presidential Primary election. Everyone will have to choose a party and those that do not will have to be contacted by the Clerk's Office for their party preference. If no designation is made, the individual will be sent a ballot that does *not* contain any issues regarding party preference.

### PUBLIC SAFETY

#### **PURCHASE (2)**

#### **LIFEPAK 1000**

#### **AED's**

Trustee Williams stated that they had met on September 13, 2023 and minutes are attached.

Motion by Trustee Williams, supported by Trustee Ambs, to Authorize the Director of Public Safety to purchase two (2) LIFEPAK 1000 AED's, not to exceed the amount of \$5,600.00, from account #205-901-970.000

**Roll call:** *Ambs, Thomas, Jancek, Elwell, Preston, Pack, Williams*

*Ayes: 7*

*Nays: 0*

*Motion passed*

### PLANNING COMMISSION

1. No activity. Meeting scheduled for Tuesday, September 19, 2023.

### ZONING BOARD OF APPEALS

1. No activity. They have a meeting scheduled for later this month regarding a tabled issue on a setback on Balmars.

### PARKS & RECREATION

1. Treasurer Preston reported that the committee met last week and had lots of discussion. They are still working on getting cameras installed at Rod Mills Park. This will be a line of sight between the water tower and the park.
2. Based upon the surveys that have been returned, a walking trail seems to be a big item for the residents of Blackman Township. The committee is looking into installing trails around the Parnall property once the demolition of the B & H Property is completed. Supervisor Jancek stated that since they had used Brownfield money on this property, he emailed them to see if they had any requirements regarding the demolition of the property. He received an email back stating that the asbestos abatement requirement is all that needs to be done on their end. Jack and Pete will be getting together to write up the bid requirements so they can be sent out.
3. Treasure Preston indicated that the survey results will be extended until the end of October and compiled and then they will have a public meeting to discuss the results.

### TECHNOLOGY COMMITTEE

1. Chris Boulter gave a presentation to the Board regarding the issues they have with the body cameras and in car issues. They have looked at several camera companies and have come up with some figures to replace/upgrade their systems. Public Safety currently owns the body and in car cameras, but lease the tasers. If Public Safety were to partner with Axon they figure it will be a total savings, in less than two (2) years, of \$100,000.00. A breakdown of the different prices and pros and cons was presented to the Board. There was discussion among the board members regarding some of the items. The cost for the replace/upgrade would be in the 2024 budget.
2. Supervisor Jancek stated that there are three (3) computers that need to be replaced at the Township. We have our computers on a rotating schedule so that they do not all need to be replaced at once.

### UTILITIES COMMITTEE

1. Supervisor Jancek had a meeting with the City of Jackson regarding the water rate increases, etc.... The City has not finalized anything yet. They have been meeting with the various townships to resolve the issues of who is utilizing what parts of their system. The townships want to make sure that each community only pays for what they need or use and nothing else. They want to make sure that any increases are not being used for the lead line replacements.

### ORDINANCE REVIEW COMMITTEE

1. No activity
2. Supervisor Jancek wanted to thank the Airport Manager, Juan Zapata, as he was instrumental in getting the Airport Restaurant to pay their unpaid sewer bill.

### NEW BUSINESS

**RESOLUTION  
#17-2023-0918:  
TO AMEND THE  
2023 GENERAL  
FUND, PUBLIC  
SAFETY FUN AND  
BUILDING FUND  
BUDGET**

Motion by Treasurer Preston, supported by Clerk Elwell to amend the 2023 General Fund, Public Safety Fund and Building Fund Budget.

*Roll Call: Jancek, Preston, Pack, Thomas, Elwell, Ambs, Williams*

*Ayes – 7*

*Nays - 0*

*Motion Approved*

**ACCEPT  
RESIGNATION OF  
MARTIN RISKE,  
ELECTRICAL  
INSPECTOR**

Motion by Supervisor Jancek, supported by Trustee Williams to accept the resignation of Martin Riske, Electrical Inspector, effective 10/31/23.

*Motion Approved*

**AUTHORIZE  
ADVERTISING OF  
VACANCY FOR  
ELECTRICAL  
INSPECTOR**

Motion by Trustee Williams, supported by Trustee Ambs to authorize the advertising of the vacancy for Electrical Inspector.

*Motion Approved*

**AUTHORIZE THE  
ADDITION /  
REMODEL  
OF AN OFFICE AT  
THE TOWNSHIP  
OFFICE**

Motion by Clerk Elwell, supported by Treasurer Preston to authorize the addition/remodeling of an office at the Township Office, not to exceed \$8,904.00, construction management by David Wilson.

*Roll call: Williams, Preston, Thomas, Jancek, Ambs, Elwell, Pack*

*Ayes: 7*

*Nays: 0*

*Motion approved.*

**BILLS**

Motion by Treasurer Preston, supported by Clerk Elwell, to approve payment of bills on the Board Invoice Post Audit Report dated August 8, 2023, in the amount of \$238,815.78 and the Board Invoice Report dated August 22, 2023, in the amount of \$477,138.89.

*Roll call: Jancek, Ambs, Williams, Pack, Elwell, Preston, Thomas*

*Ayes – 7*

*Nays – 0*

*Motion Approved*

**EXTENDED PUBLIC COMMENT (Three-minute limit)**

1. Diane Derby

- a) Asked a question of Clerk Elwell regarding the calling and/or getting a hold of the individuals regarding their party preference for the Presidential Primary. He stated that if they did not respond with their party preference, they would be sent a ballot without any party preference matter to vote on. She also inquired about two (2) properties: the former Finleys Restaurant and the former Gilbert's Steakhouse. The Finley's restaurant we have no idea what is going on until it is sold again and someone comes in for a building permit. The former Gilbert's property is looking bad again and Pete will get with Scott Griffin, owner, and get him working on getting it cleaned up.

**OPEN DISCUSSION**

1. Comment by Treasurer Preston that our auditor, Nannette Sponsler has retired. She will be helping us look for another auditor and preparing a proposal for ongoing support for us.

ADJOURNMENT: Motion by Trustee Thomas, supported by Trustee Pack to adjourn.

*The Supervisor declared the meeting adjourned at 7:10 p.m.*

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**David Elwell, Township Clark**

# Request for Proposals:

## Auditing Services

October 16, 2023

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## Introduction

Blackman Charter Township is requesting proposals for the services of a qualified Certified Public Accounting firm to conduct the Financial and Compliance Audit of the Township's operations. Services will include, but are not limited to:

- Planning and performing the audit
- Performing tests of documentary evidence
- Evaluation of Internal Controls
- Management Letter(s) per Financial Report
- Letter of comments and recommendations
- Presentation of findings before the Township Board
- Technical Assistance throughout fiscal year; costs included in yearly fee
- Preparation of Financial Reports

## Section 1: Background

Population (2020 census)	24,000
Area	35square miles
No. of Households	10542

Blackman Charter Township is in Jackson County, Michigan, and borders the City of Jackson, and both urban and rural townships within Jackson County.

Blackman Charter Township is a historic community. The Township provides a large range of municipal services, including administration and finance, parks and recreation operations, public works and maintenance, sewer, and water, planning and community development. Public safety services are provided to Blackman and Leoni townships. The Township has a board of seven, with standard funds both general and restricted, such as sewer, water, public safety, streetlight, etc.

The 2023 – 2024 Township budgets total approximately \$- 14 million.

## **Section 2: Audit**

### **Auditing Standards**

The financial statements are prepared to conform fully to Generally Accepted Accounting Principles (GAAP) and to be in full compliance with the Pronouncements of the Governmental Accounting Standards Board (GASB) and all federal and state statutes. The auditor's opinion will be directed toward the fairness of presentation of the financial statements in accordance with GAAP. The auditor will also provide all compliance reports as required under Federal and State law.

### **Audit Period and Term of Engagement**

The proposal is for three years, with separate audits each year. The periods to be audited are the fiscal years ending December 31,, 2023, 2024, and 2025. It is the intent of the Township Board to negotiate a three-year contract with the second- and third-year contingent upon successful completion of the first year of the contract as determined by Township Officials and Township Board.

### **Scope of Work**

State laws require an annual audit of the financial records and transactions of the Township by independent certified public accountants selected by the Township Board. In addition to meeting the requirements set forth in State law, in years in which the Single Audit Act and related OMB Circular A-133 apply, the audit should also be designed to meet such requirements. The auditor's reports related specifically to the single audit should be issued under separate cover.

1. Plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free from material misstatement, whether caused by error or fraud.
2. Perform tests of documentary evidence supporting the transactions recorded in the accounts, which may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.
3. Perform tests of the Township's compliance with applicable laws and regulations and the provisions of contracts and agreements.
4. Review the internal accounting controls of the Township to the extent necessary to evaluate the system as required by applicable standards.
5. Issue a Management Report making recommendations for improvement.

6. Inform management of any matters involving internal control and its operation that the Auditor considers to be reportable conditions under standards established by the American Institute of Certified Public Accountants.
7. Meetings and Progress Reports: 1.) Pre-audit conference(s) with Township Management and accounting staff will be held to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. 2.) Progress report meetings will be held with key audit firm personnel and Township financial management staff at regular intervals mutually agreed upon. 3.) Post audit conference(s) with Township management and key audit personnel will be held at a mutually agreeable date. 4.) Audit firm management will present the financial report and management letter to Township Board each fall when the audit is completed, as well as provide an oral and written presentation at the agreed upon Board meeting.
8. Technical Assistance: As part of the overall audit contract, the Township expects to receive from the audit firm a variety of technical assistance throughout the fiscal year, including answers to accounting, reporting, and/or internal control questions.
9. Audits of the Downtown Development Authority, and Local Development Financing Authority to be included as discretely presented component units for the years 2023, 2024 and 2025.

### **Additional Services**

The audit firm should be prepared to provide guidance and answer questions from the Township management throughout the year.

Proposals should contain provisions for dealing with circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned. In addition, the audit firm may be requested to perform special projects for the Township during the year. Proposals should describe the types of services available from the firm, the professionals who would provide them, and the standard hourly fees to be charged for such services.

### **Section 3: Mandatory Requirements**

The audit firm must meet the following mandatory requirements: Contractor must be registered to do business in the State of Michigan; Principal Auditor must be a Certified Public Accountant qualified to perform municipal audits in the State of Michigan; Contractor must have experience in performing municipal audits in accordance with auditing standards generally accepted in the United States of America, preparing financial statements compliant with the most recent GASB and Michigan Budget Laws.

## **Section 4: Proposal Information**

### **Proposal Requirements**

The proposal should demonstrate that the firm can furnish the services in a manner that will be cost-effective for the Township of Blackman. Those proposals which do not contain all information required by this RFP or are otherwise non-responsive, may be rejected immediately; however, the Township has discretion to accept a proposal that does not conform with all RFP requirements if the Township determines that the non-compliance is not substantial or material. If a proposal is unclear, or appears inadequate, the Township may, at its discretion, give the firm an opportunity to explain how the proposal complies with the RFP.

**Please present your proposal in the following format:**

#### **1. Background and qualifications**

- a. Name(s) and title(s) of the person(s) authorized to submit the proposal and execute the personal services agreement.
- b. A history of the firm as a business or entity, including information that demonstrates the firm's financial stability and entity stability.
- c. Resumes of all audit team members, including tenure with the firm, title, degrees and certificates, and municipal audit experience. The audit team leader should be identified.

#### **2. Audit**

- a. Auditing standards
- b. Audit period and term of engagement  
A proposed work schedule and work plan for completing the audit.
- c. Scope of work
- d. Additional services
- e. Any additional information that supports the scope of work to be provided

#### **3. Mandatory Requirements**

A letter, submitted on the firm's letterhead and signed by the corporate agent, owner, or principal, describing how the firm satisfies the mandatory requirements noted above and the firm's experience in performing municipal auditing in the State of Michigan.

#### **4. References**

A list of at least five (5) clients who can be contacted, complete with a description of the work performed for the client and the client's address, phone number and email. At least three (3) of the clients must be public entities. References should be presented using the following format:

**Client:**  
**Client Contact Name:**  
**Address:**  
**Telephone:**  
**Email:**  
**Dollar Amount:**  
**Dates of Service:**  
**Scope of Work:**  
**Type of Service:**  
**Number of Staff:**

**5. Fees**

- a. A fee schedule and estimated project cost, including out-of-pocket expenses and the estimated hours each audit firm employee is expected to spend annually on the audit.

*Fees should be presented in the following format:*

Maximum Estimated Hours					
Year Ended	Partners	Managers	Supervisors	Staff	Total Hours
2023					
2024					
2025					

Total All-Inclusive Maximum Fee			
Year Ended:	2023	2024	2025
Financial Statement Audit			

- b. Your firm’s billing rates for any applicable classifications of professional personnel and the method used in charging for any special requests, reports, or broadening of the scope of work.

- 6. **Sample Engagement Letter:** A copy of the firm’s model/standard letter of engagement.
- 7. **Sample Management Report:** A sample of a management report recently issued covering an audit that has similar services and comparative size to the Township of Leoni.
- 8. **Due Date:** Proposals are due by noon on **Wednesday, November 10, 2023**

## **Proposal Questions and Clarifications**

Questions and requests for clarification may be submitted through **October 30, 2023**. Proposers should submit requests to Phil Preston, Township Treasurer at [ppreston@blackmantwp.com](mailto:ppreston@blackmantwp.com) or by phone at 517-788-4345 extension 8226. Proposers shall refrain from initiating contact with Township representatives other than Mr. Preston for the purposes of obtaining information for use in preparation of proposals. Firms may modify or withdraw their proposals at any time prior to the closing date by providing a written request for modification or withdrawal to Blackman Charter Township.

## **Evaluation of Proposals**

Proposals will be evaluated based on the scope of work and submission requirements listed above to determine which firm best meets the needs of the Township. After meeting these requirements, the following factors will be used to evaluate proposals:

- A. Quality and comprehensiveness of the audit approach
- B. Experience and knowledge with GASB reporting requirements and auditing standards identified in Section II.
- C. Qualifications and experience of the firm and the members assigned to the Township's engagement.
- D. Ability to provide a comprehensive range of auditing and financial services.
- E. References and experience
- F. Audit service costs
- G. Other such factors as deemed relevant by the Township.

## **Proposal Submission**

Submit to "Blackman Charter Township, Audit RFP" via US Mail or hand delivery in a sealed envelope. You may also email your proposal to [delwell@Blackmantwp.com](mailto:delwell@Blackmantwp.com) Proposals will be accepted until noon on **Wednesday, November 10, 2023**. Proposals received after the deadline will not be considered. It is the responsibility of the responding firm to ensure that the proposal arrives on time at the right location. All proposals must be presented in a clearly marked package or envelope bearing the address:

**Blackman Charter Township**  
**1990 W. Parnall Road**  
**Jackson, MI 49201**  
**Audit RFP**

Responding firms must include five (4) copies of the completed proposal and other pertinent information. All services requested should be addressed. If a firm cannot provide a service, it should be clearly noted within the proposal.

Bids will be opened on Tuesday, November 14, at 1 pm at the Township offices. Firms

submitting bids may attend.

Blackman Charter Township reserves the right to reject any or all proposals or to negotiate with responding firms for any improvements or clarifications regarding specific portions of the proposal.

AGREEMENT FOR ELECTION SERVICES  
BETWEEN JACKSON COUNTY AND BLACKMAN CHARTER TOWNSHIP, CONCORD TOWNSHIP, GRASS LAKE  
CHARTER TOWNSHIP, HANOVER TOWNSHIP, HENRIETTA TOWNSHIP, LEONI TOWNSHIP, LIBERTY  
TOWNSHIP, NAPOLEON TOWNSHIP, NORVELL TOWNSHIP, PARMA TOWNSHIP, PULASKI TOWNSHIP,  
RIVES TOWNSHIP, SPRINGPORT TOWNSHIP, SUMMIT TOWNSHIP, TOMPKINS TOWNSHIP, AND  
WATERLOO TOWNSHIP

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This County Early Voting Site Agreement (the "Agreement") is made between Jackson County, 312 S. Jackson St., Jackson, MI 49201, and the participating municipalities in the County set forth below. In this Agreement, the County and each municipality will be represented by their respective Clerk in their official capacity.

Blackman Charter Township, 1990 W. Parnall Rd., Jackson, MI 49201;  
Concord Township, 121 Grove St. Concord, MI 49237;  
Grass Lake Charter Township, 373 Lakeside Dr. Grass Lake, MI 49240;  
Hanover Township, 311 Farview St., Horton, MI 49246;  
Henrietta Township, 11732 Bunkerhill Rd., Pleasant Lake, MI 49272;  
Leoni Township, 913 Fifth St., Michigan Center, MI 49254;  
Liberty Township, 101 W. Liberty Rd., Clarklake, MI 49234;  
Napoleon Township, 6755 Brooklyn Rd., Napoleon, MI 49261;  
Norvell Township, 106 E. Commercial St., Norvell, MI 49263;  
Parma Township, 16407 Comdon Rd., Albion, MI 49224;  
Pulaski Township, 12363 Folks Rd., Hanover, MI 49241;  
Rives Township, 348 E. Main St., Rives Junction, MI 49277;  
Springport Township, 101 E. Main St., Springport, MI 49284;  
Summit Township, 2121 Ferguson Rd., Jackson, MI 49203;  
Tompkins Township, 9999 Tompkins Rd., Rives Junction, MI 49277;  
Waterloo Township, 9773 Mount Hope Rd., Munith, MI 49259.

**PURPOSE OF THE AGREEMENT.** The County and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating joint early voting sites during the required nine days of early voting for Federal and Statewide elections.

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in the County for



each participating municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).

- 1.4 **Election Services** encompasses the following individual Election Services provided by the County’s Elections Division, if applicable:
  - 1.4.1 Provide any and all equipment and supplies needed for the running of Early Voting precincts.
  - 1.4.2 Provide locations for Early Voting precincts.
  - 1.4.3 Notify electors of the establishment of or any change related to the location of the early voting precinct on behalf of each of the participating municipalities (with the costs thereof to be reimbursed to the County pursuant to the terms of this Agreement).
  - 1.4.4 Hire Precinct Inspectors to staff the Early Voting sites.
- 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons’ successors.
- 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9 **Site Supervisor** means the participating municipal clerk, deputy clerk, or a member of the County Clerk’s staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk’s staff to act as a supervisor for different days of early voting.

**2. PARTIES TO THE AGREEMENT.**

**2.1**

Name of county
Jackson County

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality as of September 2023
Blackman Charter Township	6	15306
Concord Township	1	2239
Grass Lake Charter Township	3	5228
Hanover Township	2	3089
Henrietta Township	2	3966
Leoni Township	4	11278

Liberty Township	2	2668
Napoleon Township	3	5943
Norvell Township	2	2546
Parma Township	1	2199
Rives Township	2	1480
Pulaski Township	1	3924
Springport Township	1	1684
Summit Township	8	18849
Tompkins Township	1	2199
Waterloo Township	1	2429

**3. SCOPE OF THE AGREEMENT.**

**3.1** Jackson County Clerk will provide Early Voting sites for all statewide and federal elections only, as required under MCL 168.720. The provisions of this Agreement shall not apply to any non-statewide elections.

**4. COORDINATOR.**

**4.1** The Jackson County Elections Director, on behalf of the County Clerk, will serve as coordinator of the joint early voting sites and will be responsible for organizing and monitoring the administrative requirements, including staffing of early voting for the participating municipalities.

**4.1.1** In the event that the coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

**4.2** If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways:

**4.2.1** The County Clerk will serve as backup coordinator, and assume the responsibilities of coordinator.

**4.2.2** If the backup coordinator is unavailable for any reason, the County Clerk will appoint the new coordinator.

**5. QVF ADMINISTRATOR.**

**5.1** The Jackson County Elections Director, on behalf of the County Clerk, will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF administrator's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF administrator must meet the security requirements of a QVF user. The QVF administrator can be the same as the coordinator as long as the appropriate QVF training is completed.

**5.2** If the QVF administrator becomes unavailable for any reason, the role will be filled in one of the following ways:

**5.2.1** The County Clerk shall serve as backup QVF administrator, and assume the responsibilities of QVF administrator.

5.2.2 If the backup QVF administrator is unavailable for any reason, the County Clerk will appoint the new QVF administrator.

6. **APPROVAL OF EARLY VOTING SITES.**

- 6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit each early voting site location to the Jackson County Board of County Election Commissioners for approval.
- 6.2 Each early voting site will serve all electors from the municipalities covered by this Agreement.
- 6.3 For the duration of this Agreement, the early voting sites are as follows:
  - 6.3.1 Blackman Charter Township Offices, 1990 W. Parnall Rd. Jackson, MI 49201.
  - 6.3.2 Summit Township Offices, 2121 Ferguson Rd., Jackson, MI 49203.

7. **APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1 The Jackson County Board of County Election Commissioners is responsible for the appointment of election inspectors.
- 7.2 At least thirty-one (31) days before each statewide and federal election, the board will appoint for each early voting site at least three (3) election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3 The board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.
- 7.5 At least 90 days before each statewide and federal election, each municipal clerk shall provide the County Clerk with the list of election inspectors recruited from the clerk's municipality for the early voting locations.

8. **APPROVAL OF EARLY VOTING HOURS.**

- 8.1 The County Clerk and the clerks of the participating municipalities agree to the following:
  - 8.1.1 For the nine (9) early voting days guaranteed by the Constitution, all early voting sites will be open to the public beginning at 9:00 a.m. and ending at 5:00 p.m., except for Thursdays when the sites will be open to the public beginning at 12:00 noon and ending at 8:00 p.m.
  - 8.1.2 The days and hours specified in this Agreement apply only to statewide and federal elections.
  - 8.1.3 No additional days and hours of early voting will be provided for any election.

9. **NOTICE OF EARLY VOTING HOURS.**

- 9.1 Not less than forty-five (45) days before Election Day, the County Clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting sites by posting of the notice on

the County's and each municipality's website and any other publication or posting the County Clerk and/or the clerk for each participating municipality considers advisable.

**10. BUDGET AND COST SHARING.**

- 10.1** With regard to an early voting budget and cost sharing chargeback procedures applicable to this Agreement, the parties agree as follows:
  - 10.1.1** The County is designated as the party responsible for requesting and dispensing all funds related to early voting.
  - 10.1.2** The budget and projected cost summary is addressed in and attached as Exhibit C to this Agreement. At the beginning of this Agreement and annually thereafter, the County shall provide a projected cost summary for the services for the contract year within the guidelines of the County's total budget. The parties acknowledge that the costs set forth in the County's projected cost summary are only estimates. The County will attempt to keep billings to the participating municipalities as close to the original projected cost summary as is practicable given the overall County Clerk's budget, the County's staffing policies and activities, and cost demands. The County reserves the right to modify the projected cost summary if the costs incurred change for any reason, including, but not limited to, the withdrawal of any of the participating municipalities. Modifications to the projected cost summary may be made by the County without written approval by the participating municipalities provided that the County gives written notice to the participating municipalities.
  - 10.1.3** All costs of early voting pursuant to this Agreement shall be shared proportionally among the participating municipalities based on the number of precincts served.
  - 10.1.4** The County agrees to seek and utilize any known funding source from the State of Michigan and Federal Agencies to apply to the costs of providing early voting pursuant to this Agreement before seeking reimbursements from the participating municipalities.
  - 10.1.5** Each participating municipality is responsible for paying its proportionate share of the County's actual costs for the services and equipment estimated in Exhibit C, less any costs paid for by State grant funding, and each participating municipality will pay the County within thirty (30) days following its receipt of the invoice.

**11. STAFFING AND SUPERVISION**

- 11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

- 11.3 Participating municipal clerks, or their deputies, will serve as site supervisor at the Early Voting sites. If municipal clerks, or their deputies, are not available, the Site Coordinator will use Jackson County staff or experienced precinct chairperson(s).
- 11.4 The site supervisors for early voting sites must be listed in the attached Exhibit B.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

- 12.1 Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
  - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
  - 12.1.2 Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2 The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The coordinator will be responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
  - 12.3.1 If the coordinator is not a clerk, the County Clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**

- 14.1 The Jackson County Board of County Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

**14.3** The County Clerk shall retain all ballots and election documents related to each required election for the period of retention immediately following an election until the Secretary of State through the Bureau of Elections releases the security of said election, at which time the ballots shall be released to the custody of the applicable clerk of each of the participating municipalities for the remainder of the required retention period.

**15. EARLY VOTING PLAN.**

**15.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator shall file an early voting plan, attached as Exhibit A, with the Jackson County Clerk.

**16. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

**16.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will shall provide the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the County and participating municipalities, to ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**17. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**17.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating municipal clerk.

**17.2** Pursuant to the provisions of MCL 168.720g(12), this Agreement shall remain in effect from the Effective Date through December 31, 2025, (the "Minimum Term") and may not be terminated by any party during the Minimum Term. Thereafter, following the completion of the Minimum Term, this Agreement shall have no fixed termination date and shall continue in effect until terminated by the written Agreement of all of the parties hereto, subject to the applicable provisions of MCL 168.720g(12) or other applicable law.

**17.3** Subject to the provisions of MCL 168.720g(12), after the expiration of the Minimum Term, a party to this Agreement may withdraw from this Agreement by providing at least thirty (30) days' written notice to the other parties to this Agreement. Notwithstanding the foregoing, a party to this Agreement may not withdraw from this Agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.

**17.4** This Agreement may only be modified or amended by a written agreement approved by the County and the governing councils and boards of all of the participating Municipalities, and signed by the County Clerk and the clerk and

any other required authorized official(s) of each of the participating Municipalities.

**18. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

- 18.1** Subject to Section 17, if the County Clerk withdraws from this Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 18.2** Subject to Section 17, if the parties terminate this Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 18.3** Subject to Section 17, if a party withdraws from this Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

\_\_\_\_\_  
Cierra L. Sowle, Jackson County Clerk /ROD

\_\_\_\_\_  
Date

\_\_\_\_\_  
David K. Elwell, Blackman Charter Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terri Butts, Concord Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cathy Zenz, Grass Lake Charter Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rachel Heath, Hanover Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sally Keene, Henrietta Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cindy Norris, Leoni Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debbie Sheehan, Liberty Township Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Hummer, Napoleon Township Clerk

\_\_\_\_\_  
Date

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Jeff Oswalt, Norvell Township Clerk

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Date

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Sarah Stanham, Parma Township Clerk

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Date

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Bobbi Riley, Pulaski Township Clerk

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Date

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Vercilla Hart, Rives Township Clerk

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Date

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Jaclyn Riehle, Springport Township Clerk

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Date

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Meghan Dobben, Summit Township Clerk

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Date

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Melanie Curran, Tompkins Township Clerk

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Date

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Janice Kitley, Waterloo Township Clerk

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Date



## EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating County and municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Jennifer C. Crews	Elections Director	<a href="mailto:jcrews@mijackson.org">jcrews@mijackson.org</a>	517-768-6759

### County:

Name of county	Clerk of County
Jackson County	Cierra L. Sowle

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Blackman Charter Township	David K. Elwell	6	15306

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Concord Township	Terri Butts	1	2239

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Grass Lake Charter Township	Cathy Zenz	3	5228

### Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Hanover Township	Rachel Heath	2	3089

### Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Henrietta Township	Sally Keene	2	3966

### Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Leoni Township	Cindy Norris	4	11278

### Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Liberty Township	Debbie Sheehan	2	2668

### Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Napoleon Township	John Hummer	3	5943

### Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Norvell Township	Jeff Oswalt	2	2546

**Municipality 10:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Parma Township	Sarah Stanham	1	2199

**Municipality 11:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Pulaski Township	Bobbi Riley	1	1480

**Municipality 12:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Rives Township	Vercilla Hart	2	3924

**Municipality 13:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Springport Township	Jaclyn Riehle	1	1684

**Municipality 14:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Summit Township	Meghan Dobben	8	18849

**Municipality 15:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Tompkins Township	Melanie Curran	1	2199

**Municipality 16:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Waterloo Township	Janice Kitley	1	2429

## Early Voting Location Information:

	Early voting site #1	Early voting site #2
Location of site	Blackman Charter Township Offices 1990 W. Parnall Rd., Jackson, MI	Summit Township Offices 2121 Ferguson Rd., Jackson, MI
Municipalities served at site	Blackman Charter Township, Concord Township, Grass Lake Charter Township, Hanover Township, Henrietta Township, Leoni Township, Liberty Township, Napoleon Township, Norvell Township, Parma Township, Pulaski Township, Rives Township, Springport Township, Summit Township, Tompkins Township, Waterloo Township	Blackman Charter Township, Concord Township, Grass Lake Charter Township, Hanover Township, Henrietta Township, Leoni Township, Liberty Township, Napoleon Township, Norvell Township, Parma Township, Pulaski Township, Rives Township, Springport Township, Summit Township, Tompkins Township, Waterloo Township
Number of Election Workers at site	6	6
Is this an EV site for all 9 days of Constitutionally- required early voting? (Y/N)	Yes	Yes
Hours for 9 days of Constitutionally-required early voting	Day 1, Saturday: 9am – 5pm Day 2, Sunday: 9am – 5pm Day 3, Monday: 9am – 5pm Day 4, Tuesday: 9am – 5pm Day 5, Wednesday: 9am – 5pm Day 6, Thursday: 12 pm – 8pm Day 7, Friday: 9am – 5pm Day 8, Saturday: 9am – 5pm Day 9, Sunday: 9am – 5pm	Day 1, Saturday: 9am – 5pm Day 2, Sunday: 9am – 5pm Day 3, Monday: 9am – 5pm Day 4, Tuesday: 9am – 5pm Day 5, Wednesday: 9am – 5pm Day 6, Thursday: 12 pm – 8pm Day 7, Friday: 9am – 5pm Day 8, Saturday: 9am – 5pm Day 9, Sunday: 9am – 5pm
How many (if any) additional days of early voting will be provided at this site?	None	None
Hours for any additional days of early voting	N/A	N/A
Is this site ADA compliant?	Yes	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	This location is located just north of the center of Jackson County. It is near multiple shopping and business areas and easily accessible from various highways and major roadways. This township is also one of the largest population areas in Jackson County.	This location is located slightly south of the center of Jackson County and near the City of Jackson. It is near a popular shopping and recreation area. This township is one of the largest population areas in Jackson County, and near the City of Jackson, which is also a large population area.

**Early Voting Equipment Information:**

	<b>Early voting site #1</b>	<b>Early voting site #2</b>
<b>Number of tabulators at site</b>	<b>6</b>	<b>6</b>
<b>Municipality responsible for providing tabulators</b>	<b>Jackson County</b>	<b>Jackson County</b>
<b>Number of early voting poll book laptops</b>	<b>3</b>	<b>3</b>
<b>Municipality responsible for providing early voting poll book laptops</b>	<b>Jackson County</b>	<b>Jackson County</b>
<b>Clerk responsible for taking necessary steps to set up the early voting poll book laptops</b>	<b>Jackson County Elections Director Jennifer C. Crews</b>	<b>Jackson County Elections Director Jennifer C. Crews</b>

**Describe the communication strategy for informing electors of their opportunity for early voting:**

The Jackson County Clerk’s Office plans to communicate to electors by radio advertising along with notices posted at the County Building and each municipality. The County Clerk’s Office will issue press releases, post on the County Website, meet with local civic groups, and if funding is available, issue post cards.

## EXHIBIT B: SITE SUPERVISORS

### Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2
Early Voting Day 1	Blackman Charter Township Clerk	Concord Township Clerk
Early Voting Day 2	Grass Lake Charter Township Clerk	Hanover Township Clerk
Early Voting Day 3	Henrietta Township Clerk	Leoni Township Clerk
Early Voting Day 4	Liberty Township Clerk	Napoleon Township Clerk
Early Voting Day 5	Norvell Township Clerk	Parma Township Clerk
Early Voting Day 6	Pulaski Township Clerk	Rives Township Clerk
Early Voting Day 7	Summit Township Clerk	Tompkins Township Clerk
Early Voting Day 8	Springport Township Clerk	Waterloo Township Clerk
Early Voting Day 9	Blackman Charter Township Clerk	Summit Township Clerk

Note: Early Voting Site Supervisor assignments and schedule is subject to changes at any time.

## EXHIBIT C: COST ESTIMATES

### Early Voting Cost Estimates

#### GRANT REIMBURSEABLE ESTIMATES

	Quantity	Cost	Total 2024 August & November Elections	Reimbursement Estimate from State of Michigan's Early Voting Grant	Remaining
Staff	14	\$15/hour	\$34,020.00	\$34,020.00	\$0.00
Chair	2	\$20	\$6,480.00	\$4,860.00	\$1,620.00
Tabulator	14	\$6,496.20	\$90,946.80	\$72,757.44	\$18,189.36
Voter Assist Terminal	2	\$5,212.50	\$10,425.00	\$8,340.00	\$2,085.00
Ballot on Demand System	4	\$5,212.50	\$20,850.00	\$16,680.00	\$4,170.00
Laptops	8				
Ballot Container	42	\$76.00	\$3,192.00	\$2,553.60	\$638.40
Bar Code Scanner	8	\$63.00	\$504.00	\$403.20	\$100.80
Magnetic Swipe	8	\$121.00	\$968.00	\$774.40	\$193.60
Internet	0			\$0.00	\$0.00
Secrecy Sleeve	60	\$47.50/10	\$285.00	\$228.00	\$57.00
Vendor Support Option B	27	\$3,000/day	\$81,000.00	\$64,800.00	\$16,200.00
Voting Booths	16	\$94.50/8	\$189.00	\$151.20	\$37.80
Security	Applied for a FEMA Grant				\$0.00
<b>TOTAL</b>			<b>\$248,859.80</b>	<b>\$205,567.84</b>	<b>\$43,291.96</b>

#### ADDITIONAL COST ESTIMATES

	Quantity	Cost	Total	Reimbursed	Remaining
Programming	Estimated 250 ballot styles	\$300 per tabulator, 24 Tabulators	\$27.50 per ballot style	\$0.00	\$12,000.00
Voter Assist Terminal/Ballot on Demand Programming	Estimated 500 ballot styles	\$300 per unit, 4 Units	\$27.50 per ballot style	\$0.00	\$16,000.00
Voter Postcards			\$30,625.00	\$0.00	\$30,625.00
Advertising		\$3,000	\$3,000.00	\$0.00	\$3,000.00
Precinct Kits	12	\$50	\$600.00	\$0.00	\$600.00
Ballot Paper	20,000	\$20/50	\$8,000.00	\$0.00	\$8,000.00
Pens	120	\$4.00/60	\$8.00	\$0.00	\$8.00
Sharpies	72	\$40/36	\$80.00	\$0.00	\$80.00
Tabulator Paper	24	\$34/12	\$68.00	\$0.00	\$68.00
Lunch	28	\$15/per	\$7,560.00	\$0.00	\$7,560.00
I Voted Stickers	6 rolls	\$5/Roll	\$30.00	\$0.00	\$30.00
Janitorial					
<b>TOTAL</b>					<b>\$77,971.00</b>
<b>TOTAL OF BOTH SECTIONS</b>					<b>\$121,262.96</b>

MINUTES  
BLACKMAN CHARTER TOWNSHIP  
PLANNING COMMISSION  
1990 W. PARNALL RD.  
**TUESDAY September 19, 2023**  
6:00PM

The Blackman Charter Township Planning Commission Convened at 6:00pm on Tuesday, September 19, 2023 at the Blackman Township Office.

Members Present: Decker, Grabert, Schroeder, Williams  
Members Absent: Frohm

Sign-in list of names present: In file

**AGENDA MOTION:** None

**MINUTES APPROVAL:** **August 15, 2023**

Motion by: **Grabert** supported by: **Williams** to approve Minutes for Planning Commission meeting held 08/15/2023 as written.

**Roll Call: Ayes 4, Nays 0. Motion Carried.**

**CASE# 1560 HOME OCCUPATION – CHILD DAYCARE**

Address: 719 Bellevue Ave, Jackson MI, 49202

Parcel #000-08-32-235-004-00

Zoning: Urban Residential (RU-1)

Requested by: Shaniece Smith

Presentation by: Shaniece Smith

Public Comment: None

Motion by: **Williams**, supported by: **Grabert** to recommend approval of the Home Occupation Case #1559 for Child Daycare with the following conditions: Follow business plan and parking rules that where supplied by the applicant, Staff members shall park in drive/garage and supply copy of final state license to township.

**Roll Call: Ayes 4, Nays 0. Motion Carried.**

**OTHER MATTERS REVIEWED:**

-Zoning Ordinance Discussion: Progress on reorganization of zoning ordinance

-Marijuana Care Giver Home Occupancy Permit: Conversation about home occupancy permit. Decision to have Marijuana Care Giver home occupancy permits review by the planning commission prior to issuance of local license.

**PUBLIC COMMENT:** None

**TRUSTEE REPORT:** Marty Riske retiring as of October 31, 2023

**ZBA REPORT:** None

**OPEN DISCUSSION:** None

**ADJOURNMENT:** Motion by: **Decker**, supported by: **Schroeder**, adjourned at 6:35 pm

Minutes prepared by: Byron Schroeder, Secretary



## Business Plan: Imagine That Childcare

### 1. Executive Summary:

Imagine That Childcare is a premier home daycare that is dedicated to providing an exceptional affordable and reliable 24 hour childcare services to families in the community.

At Imagine That Childcare, our mission is to provide an exceptional childcare experience that sparks imagination, nurtures growth, and cultivates a love for learning. We are dedicated to creating a family friendly environment where children feel valued, safe, and supported in their unique journey of exploration and development. Through engaging activities, hands-on learning opportunities, and meaningful interactions, we aim to inspire creativity, foster independence, and cultivate a strong foundation for lifelong learning. We recognize the importance of collaboration with parents, and we strive to establish strong partnerships to ensure the holistic well-being and success of each child. Together, let's embark on a remarkable adventure where imaginations soar and limitless possibilities!

### 1. Business Description:

#### 2.1 Legal Structure:

Imagine That Home Daycare will be registered as an LLC owned and operated by Shaniece Smith. The business will be licensed and comply with all relevant regulations and requirements governing home daycares in the area.

#### 2.2 Services:

Imagine That Home Daycare is a 24-hour childcare aimed at providing affordable and reliable childcare services to families in the community. By offering flexible hours and competitive rates ranging from \$150 to \$280 per week, we aim to meet the diverse needs of working parents while ensuring the well-being and development of their children. Our daycare will cater to children aged 18 months to 12 years old.

We will provide a safe, nurturing family-friendly environment, age-appropriate activities, including playtime, learning sessions, arts and crafts, and outdoor play, nutritious meals and snacks, naptime or rest periods, communication with parents, flexible hours, potty training support and emotional support and care.. We understand the importance of early childhood development and will focus on the growth of each child.

#### 2.3 Facility:

The daycare will be located in a safe and spacious residential property that meets all safety and hygiene standards. The facility will be childproofed and equipped with age-appropriate toys, educational materials, and a comfortable rest area. We will maintain a low child-to-caregiver ratio to ensure individual attention and a safe environment.

### 3. Market Analysis:

#### 3.1 Target Market:

Our primary target market consists of working parents who require flexible childcare services. This includes single parents, shift workers, healthcare professionals, and anyone who requires flexible childcare options. We will also target families with multiple children who can benefit from competitive rates.

#### 3.2 Market Size and Trends:

Childcare is a growing industry, with an increasing number of parents seeking reliable and affordable options. According to recent data, the demand for 24-hour childcare services has been steadily rising. By offering extended hours, Imagine That Childcare aims to tap into this market and provide a much-needed service to the community.

#### 3.3 Competitive Analysis:

While there may be other home daycares and childcare centers in the area, few offer 24-hour care. By focusing on extended hours and competitive rates, Imagine That Home Daycare will differentiate itself from competitors. We will also emphasize our commitment to providing a safe, family-friendly environment and personalized attention for each child.

### 4. Marketing and Sales Strategy:

#### 4.1 Branding and Promotion:

We will establish a strong brand presence through a professional website, social media platforms, and local advertising. Our branding will emphasize the safe and nurturing environment we provide, as well as our commitment to affordable and flexible care.

#### 4.2 Networking:

We will collaborate with local businesses, community organizations, and schools to create partnerships and referrals. This will help us reach our target audience and build a positive reputation within the community.

#### 4.3 Pricing Strategy:

Our pricing strategy will be competitive, offering a range of rates from \$150 to \$280 per week, depending on the age of the child and the required hours of care. We will also provide discounts for families with multiple children enrolled.

## 5. Operations:

### 5.1 Staffing:

Imagine That Home Daycare will employ qualified and experienced caregivers who have a passion for working with children. We will ensure that all staff members undergo background checks, are certified in CPR and first aid, all training required with the state of Michigan and receive ongoing training to stay updated with best practices in childcare.

### 5.2 Safety and Security:

The safety and security of the children will be our top priority. We will implement strict access control measures, including secure entry systems and surveillance cameras. The facility will be regularly inspected and maintained to meet all safety regulations.

### 5.3 Hours of Operation:

Imagine That Home Daycare will operate 24 hours a day, 5 days a week, to accommodate the needs of working parents with varying shifts, and weekends by requested appointments only. The daycare will open at 6:30am and the latest drop off time will be 9pm for overnight care.

## 6. Financial Projections:

### 6.1 Startup Costs:

The startup costs will include licensing fees, insurance, equipment, supplies, marketing expenses, and staff recruitment. The estimated startup costs for Imagine That Home Daycare are \$10,000.

### 6.2 Revenue Streams:

Revenue will be generated through weekly childcare fees. With an estimated capacity of 12 children at full capacity, and an average fee of \$215 per child per week, the projected annual revenue will be \$134,160.

### 6.3 Operating Expenses:

Operating expenses will include rent/mortgage, utilities, staff salaries, insurance, supplies, marketing, and maintenance costs. The projected annual expenses are estimated to be \$18,288.

#### 6.4 Profitability:

Based on the revenue and expense projections, the estimated net profit for the first year of operation is \$115,872.

#### 7. Conclusion:

Imagine That Home Daycare aims to fill a gap in the market by providing affordable and flexible 24-hour childcare services to families in the community. By creating a safe and family-friendly environment, we are confident in our ability to meet the needs of working parents while ensuring the well-being and development of their children. With a solid marketing and sales strategy, a dedicated and qualified staff, and a focus on providing quality care, Imagine That Home Daycare is poised for success in the childcare industry.

## Parking Rules for handbook

1. **Parking Availability:** Parking spaces will be provided on a first-come, first-served basis. Please ensure that you park your vehicle only in designated parking areas, avoiding blocking access to driveways or emergency exits.
2. **Drop-off and Pick-up Procedures:** During drop-off and pick-up times, please park your vehicle in a designated spot and escort your child to and from the daycare entrance. Do not leave your vehicle unattended in the parking area.
3. **Speed Limit:** Please observe a slow speed when entering, exiting, or driving within the parking lot. This is to ensure the safety of all children, parents, and caregivers.
4. **No Cell Phone Use:** For the safety of everyone in the parking lot, please refrain from using your cell phone while driving or when in the proximity of the daycare entrance and parking area.
5. **No Disturbances:** Please be mindful of noise levels when entering or leaving the daycare premises. Avoid any unnecessary disturbances that may disrupt the children's activities and the peaceful environment of the daycare. No tolerance policy
6. **No Loud Music Playing:** To maintain a calm and peaceful atmosphere, refrain from playing loud music in your vehicle while in the parking lot. Excessive noise can be disruptive and disturb the children and caregivers. No tolerate policy
7. **No Double Parking or Blocking:** Double parking or blocking other vehicles is strictly prohibited. This includes leaving your vehicle unattended in a manner that obstructs other parents' access to parking spaces.
8. **Avoid Overcrowding:** To prevent overcrowding in the parking lot, we kindly request that only one vehicle per child is parked on the premises. Carpooling or coordinating drop-off and pick-up times with other parents can help reduce congestion and ensure adequate parking space for everyone.
9. **No Idling:** To minimize pollution and maintain air quality, please avoid idling your vehicle for extended periods while waiting in the parking lot.
10. **Pedestrian Safety:** Exercise caution when driving through the parking lot, as children and parents may be present. Yield to pedestrians and watch for children crossing the parking lot.
11. **Reporting Issues:** If you notice any parking lot maintenance issues, such as potholes or malfunctioning lights, please inform the daycare provider immediately.
12. **Compliance with Local Regulations:** All parking lot users are expected to comply with applicable local traffic laws and regulations.

Regularly remind parents and caregivers to adhere to the rules to ensure the safety, tranquility, and smooth operation of the daycare while avoiding overcrowding in the parking area and will sign a contract in handbook.

## Safety rules and policy

### Safety and Security:

The safety and security of the children will be our top priority. We will implement strict access control measures, including secure entry systems and surveillance cameras. The facility will be regularly inspected and maintained to meet all safety regulations.

### Facility:

The daycare will be located in a safe and spacious residential property that meets all safety and hygiene standards. The facility will be childproofed and equipped with age-appropriate toys, educational materials, and a comfortable rest area. We will maintain a low child-to-caregiver ratio to ensure individual attention and a safe environment

### Emergency Procedure for Safety:

#### 1. Emergency Contact Information:

- Maintain a list of emergency contact numbers, including parents/guardians, local emergency services (e.g., police, fire department), and nearby hospitals or medical facilities.

#### 2. Staff Training and Communication:

- We ensure that all staff members are trained in CPR, First Aid, and emergency response procedures, and follow all licensing from the state of Michigan.
- Establish clear communication channels between staff members during emergencies, such as using phones, walkie-talkies or designated communication devices.

#### 3. Evacuation and Assembly Points:

- We have primary and secondary evacuation routes within your daycare premises, Front and back door.
- Clearly mark exits and ensure they are easily accessible and unobstructed.
- We have designated assembly points outside the building where children and staff will gather after evacuation.

. Emergency Equipment and Supplies:

- Keep a well-stocked first aid kit readily available.
- Install and maintain fire extinguishers, smoke detectors, and carbon monoxide detectors in appropriate locations, and radon tested.
- Store emergency supplies, such as blankets, flashlights, and non-perishable food, in a designated area.

4. Emergency Situations:

- we develop specific procedures for different emergency scenarios, such as fires, severe weather, lockdowns, or medical emergencies.
- All staff will be trained on recognizing emergency signs, alerting others, and following the appropriate procedures.
- We have established protocols for accounting for children during emergencies, including roll calls and buddy systems.

Exit Plan:

5. Fire Evacuation Plan:

- In the event of a fire, staff members should immediately initiate evacuation procedures.
- Escort children to the nearest safe exit using established evacuation routes.
- Ensure that all children are accounted for and gather at the designated assembly point.
- Call emergency services and notify parents/guardians.

6. Severe Weather Plan:

- Monitor weather alerts and warnings to stay informed about severe weather conditions.
- Designate safe areas within the daycare where children and staff can take shelter during severe weather events.
- Follow local guidelines for severe weather procedures, such as tornado drills or storm shelter usage.

7. Lockdown Plan:

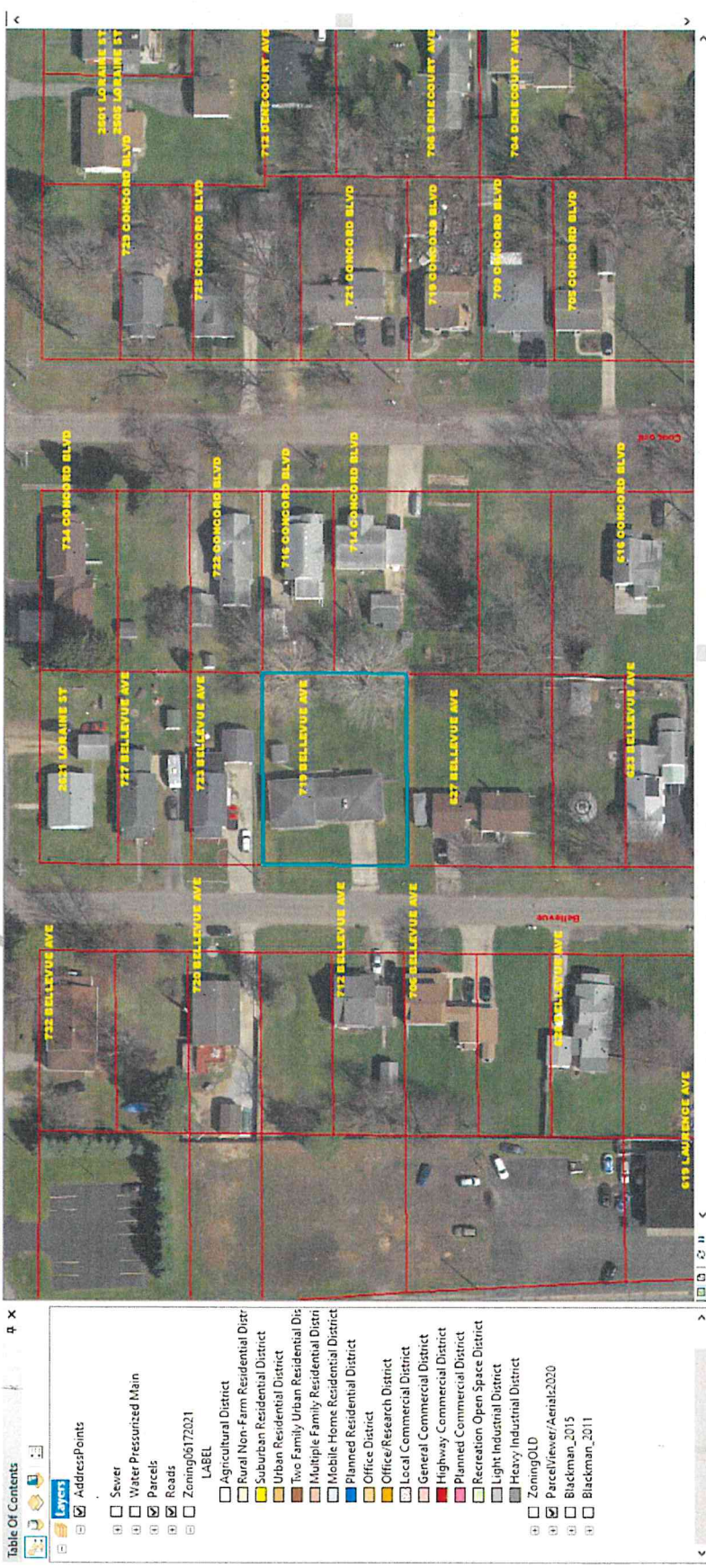
- Develop a lockdown procedure in the event of a security threat or external danger.



- Secure all entrances and exits, and move children and staff to designated safe areas within the building.
- Follow any specific instructions provided by law enforcement or local authorities.

#### 8. Medical Emergency Plan:

- Train staff members to recognize signs of medical emergencies and respond appropriately.
- Contact emergency medical services immediately if a child exhibits severe symptoms or requires immediate medical attention.
- Notify parents/guardians promptly and provide updates as necessary.



- Sewer
- Water Pressurized Main
- Parcels
- Roads
- Zoning05172021
- LABEL**
- Agricultural District
- Rural Non-Farm Residential Distr
- Suburban Residential District
- Urban Residential District
- Two Family Urban Residential Dis
- Multiple Family Residential Distri
- Mobile Home Residential District
- Planned Residential District
- Office District
- Office/Research District
- Local Commercial District
- General Commercial District
- Highway Commercial District
- Planned Commercial District
- Recreation Open Space District
- Light Industrial District
- Heavy Industrial District
- ZoningOLD
- ParcelViewer/Aerials2020
- Blackman\_2015
- Blackman\_2011

13101787.274 273574.795 Feet

55°F Sunny

9:26 AM 8/21/2023

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**Blackman Charter Township  
Utilities Committee**

**DATE: Wednesday October 11, 2023 (HELD)**  
**TIME: 5:00 p.m.**

**For the Board Meeting October 16, 2023**

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1. Generator for the Blackman Township Water Booster Station

\*Proposal from Aladdin electrical to install a Kohler 80 kw natural gas generator.



4809 JAMES McDIVITT  
 JACKSON, MICHIGAN 49201  
 P: 517.750.9955  
 F: 517.750.4922  
 ALADDINJACKSON.COM

# Proposal

Proposal No	Date	Salesperson
4155	9/26/2023	JOSHUA TENNANT

Customer	Work to be Performed at
Blackman Charter Township 1990 W. Parnall Road  Jackson, MI 49201 Jack Ripstra Phone: (517) 788-4345 Cell: Fax: Email: jack@ripstra-scheppelman.com	Blackman Township Water Booster : 1691 Springport Rd. Jackson, MI 49202
Work Requested	

Labor and material price to install a Kohler 80 kW natural gas generator and 600 amp Automatic Transfer Switch at the Blackman Township Water Booster Station.

Scope of work includes:

- Provide and install new 600 amp Automatic Transfer Switch on side of building
- Provide and install underground conduit from near electrical service on building to new generator location roughly 25 ft from building
- Provide and install proper grounding system for new generator
- Coordinate with concrete contractor to have 14'x8' generator pad poured
- Once pad is poured, provide and install new 80 kW generator
- Provide and install electrical and communication conductors from ATS to Generator
- Provide and install gas piping from new gas service to connection point on generator
- Once gas and electrical are complete at Generator, coordinate with Consumers energy for electrical service disconnect and reconnect
- Once disconnected, tie in electrical service to ATS and reconnect load side back to main switch gear
- Make all necessary terminations, energize service, and verify functionality of equipment

Installation of new Gas service to be requested by Blackman Township. Aladdin will coordinate with Consumers and the township for placement and location.

Permit and inspection fees included in cost.

All work to be performed during normal business hours (Monday-Friday)

<b>Total:</b>	<b>75,874.00</b>
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### Acceptance of Proposal

The above price is satisfactory and hereby accepted. Work is authorized to begin as specified.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billings will be monthly with terms, NET. This proposal may be withdrawn if not accepted within 30 days. This proposal is subject to our General Terms and Conditions for Services. Please contact our office for a copy.

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**Blackman Charter Township  
Utilities Committee**

**DATE: Wednesday October 11, 2023**

**TIME: 5:30 p.m.**

**PLACE: Blackman Charter Township Hall  
Conference Room  
1990 W. Parnall Rd.  
Jackson, MI 49201**

**AGENDA**

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1. Call to Order.
2. Additions to the Agenda.
3. Minutes from Sept 13, 2023.
4. Wastewater Treatment Plant Flows.
5. Leoni Sewer Authority.
6. Wastewater Contract with City of Jackson.
7. Technology Park North.
8. Calendar meeting schedule for 2024 (5:30)
9. Generator for the Water Booster Station.

**No Meetings were held in the following months: Jan, April, May, July, & August 2023**

The Blackman Charter Township Utilities Committee convened at 1990 W. Parnall Road, Jackson, Michigan.

Members Present: Pete Jancek, Mike Thomas, Brandon Williams,  
Members Absent: None  
Others Present: Jack L. Ripstra, Francine Powell

Meeting called to order at 4:52 p.m.

**APPROVAL OF MINUTES**

The minutes from September 13, 2023, were approved.

**ADDITION TO AGENDA**

No Additions.

**WASTEWATER TREATMENT  
PLANT FLOWS**

The current flows are below average and in good shape. The Blackman TWP Sanitary Sewage flow summary report dated Sept 19, 2023, was passed out for review.

**LEONI SEWER AUTHORITY**

Nothing new to report. P. Jancek has an upcoming meeting with M. Jester and H. Linabury regarding the payment for the Detman Road sewer collapse.

**WASTEWATER CONTRACT  
WITH CITY OF JACKSON**

P. Jancek provided members with a copy of the "City of Jackson & Township Wastewater Rate Contract Options" From the Baker Tilly Municipal Advisors, LLC. Dated Sept 25, 2023.

The City of Jackson Wastewater Treatment Payments for 2022 was passed out for review. Presented by P. Jancek.

**TECHNOLOGY PARK NORTH**

P. Jancek and J. Ripstra have a progress meeting with them every Monday. This project is moving along and going well. The County Farm Rd completion is scheduled for Nov 15, 2023.

**CALENDAR MEETING SCHEDULE  
FOR 2024**

Was approved with the starting time of 5:30. Meetings are scheduled for the 2nd Wednesday of each month.

**GENERATOR FOR THE WATER  
BOOSTER STATION**

A proposal from Aladdin Electrical company was submitted for the labor and material price to install a Kohler 80 KW natural generator and 600 amp Automatic Transfer switch at the Blackman TWP Water Booster station. A motion from B. Williams was made and supported by P. Jancek and M. Thomas to present the offer to the Board members to include an itemized cost breakdown from J. Ripstra.

Adjourned at 5:22

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**Blackman Charter Township  
Utilities Committee**

**DATE: Wednesday October 11, 2023**

**TIME: 5:30 p.m.**

**PLACE: Blackman Charter Township Hall  
Conference Room  
1990 W. Parnall Rd.  
Jackson, MI 49201**

**AGENDA**

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**Adjourned at 5:22**





4809 JAMES McDIVITT  
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 P: 517.750.9955  
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# Proposal

Proposal No	Date	Salesperson
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- Make all necessary terminations, energize service, and verify functionality of equipment

Installation of new Gas service to be requested by Blackman Township. Aladdin will coordinate with Consumers and the township for placement and location.

Permit and inspection fees included in cost.

All work to be performed during normal business hours (Monday-Friday)

Labor Costs for Aladdin..... \$8,000.00  
 Material Costs and Concrete Labor..... \$67,874.00

<b>Total:</b>	<b>75,874.00</b>
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### Acceptance of Proposal

The above price is satisfactory and hereby accepted. Work is authorized to begin as specified.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billings will be monthly with terms, NET. This proposal may be withdrawn if not accepted within 30 days. This proposal is subject to our General Terms and Conditions for Services. Please contact our office for a copy.



## BLACKMAN CHARTER TOWNSHIP

1990 W. Parnall Road • Jackson, Michigan 49201-8612 • Phone (517) 788-4345 • Fax (517) 788-4689

### BLACKMAN CHARTER TOWNSHIP BOARD OF TRUSTEES

#### 2024 MEETING SCHEDULE *MEETINGS BEGIN AT 6:00 P.M.*

January 16, 2024  
February 12, 2024  
March 18, 2024  
April 15, 2024  
May 20, 2024  
June 17, 2024  
July 15, 2024  
August 19, 2024  
September 16, 2024  
October 21, 2024  
November 18, 2024  
December 16, 2024

*The Board of Trustees Meetings are held on the third Monday of each month  
except for January and February, due to holidays.*

#### **PLANNING COMMISSION MEETINGS**

6:00 P.M. – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays – as needed

#### **ZONING BOARD OF APPEALS MEETINGS**

6:00 P.M. – 2<sup>nd</sup> and 4<sup>th</sup> Tuesday – as needed

#### **ALL MEETINGS ARE OPEN TO THE PUBLIC**

*Adopted by the Township Board in **October** - Posted on: \_\_\_\_\_*



Ray Printing & Mailing Co., Inc.  
201 Brookley Avenue Jackson, MI 49202  
517-787-4130  
ray@rayprinting.com

# Estimate

We are pleased to submit the following proposal:

October 6, 2023

**BLACKMAN TOWNSHIP**

**ATTENTION: Harold Levy**

**Budgetary estimate for 2023 Winter Tax Mailing**

**Please Note: Quote is for manufacturing only. Preparatory work or customer changes would be additional.**

**4870 Winter Tax Bills**

8.5"x11" printed black ink 2 sides on green text stock, perforated and folded for inserting and mailing - \$997.00

**4870 Newsletters**

8.5"x11" printed black ink 2 sides on white text stock, folded for inserting and mailing - \$816.00

**4870 Envelopes**

#10 window envelope printed black ink one side - \$497.00

**Mailing Services for 4870 Tax Bills - DOES NOT INCLUDE POSTAGE**

Insert 2 pieces into #10 envelope. seal envelope, sort for zip code and drop at post office - \$488.00

**Total of printing estimate (Minus postage) - \$2,798.00**

**Postage estimate for 4870 pieces - \$2,644.41 - We ask that you please submit postage on a separate check.**

Thank you for the opportunity to quote this project for you!

**Matthew Field  
General Manager  
517-787-4130**

*\$1.12 per mailing*

Printing 2,798.00+  
Postage 2,644.41+  
5,442.41+\*

Total - **5,442.41\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Breakdown of Billing

Print Tax Notice

997.00\$  
4.870. =K  
0.20\*\*

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4.870. =

Print Newsletters

816.00\$  
4.870. =K  
0.17\*\*

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4.870. =

Envelopes

497.00\$  
4.870. =K  
0.10\*\*

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4.870. =

Stuff & mail

488.00\$  
4.870. =K  
0.10\*\*

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4.870. =

Postage

2.644.41\$  
4.870. =K  
0.54\*\*

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4.870. =

Rounded up .. 1.11\*\*  
1.12

*Martin Riske Electrical Inspections, LLC*  
11025 Wooden Road  
Hanover, MI 49241  
Phone: 517-206-0228

September 6, 2023

Blackman Township Board  
1990 W. Parnall  
Jackson, MI 49201

Supervisor Jancek and Board Members,

In anticipation of the Township's need to hire a new Electrical Inspector as a result of my retirement October 31<sup>st</sup>, I would like to offer my support of Electrical Inspector Matt Wood for your consideration.

I have worked with Matt for many years both as an electrical contractor and inspector and have had him cover inspections for me numerous times over the last several years. He is very well versed in the current electrical codes and is diligent in maintaining his required continuing education credits. Equally important is his courteous and professional manner while performing his inspection duties.

I believe he would be an excellent choice as my replacement for Blackman Township Electrical Inspector.

Respectfully,



Marty Riske

# Matthew Wood

Electrical Inspector

9221 Minard Road  
Parma, MI 49269

517-569-2003 (office)  
517-745-4645 (cell)

mwelectricllc@outlook.com

## LICENSING

Registered Code Official and Inspector with Plan Review Certification 006064

Electrical Contractor 6113085

Master Electrician 6216316

\$1M Error and Omission insurance policy

## EDUCATION

Continuing education covering electrical code updates and enforcement through IAEI

Certificate of 5 year apprenticeship – Inside Wireman, AAJATC, MI

Certificate of 3 year apprenticeship – Residential Wireman, AAJACT, MI

## EXPERIENCE

*September 2022 – present*

Electrical Inspector – Stockbridge Township

*March 2022 – present*

Electrical Inspector Substitute – Eaton County

*May 2020 – present*

Electrical Inspector – Leslie Township

*May 2020 – present*

Electrical Inspection – Bunkerhill Township

*March 2020 – present*

Electrical Inspector – Onondaga Township

*February 2020 – present*

Electrical Inspector – Village of Hanover

*August 2018 – present*

Electrical Inspector • Substitute Inspector

*July 2011 - present*

Owner • Master Electrician • MW Electric, LLC

*June 1999 – November 2010*

Master Electrician • Foreman • IBEW Local Union 252

## KEY SKILLS

Understanding of Michigan Building Code, Michigan Residential Code and National Electric Code

Plan review covering electrical drawings and code compliance

## COMMUNICATION

Explain code requirements and changes to clients, builders and contractors to ensure safe and compliant installations.

Consistently working with multiple trades and inspectors to coordinate project timelines and manpower requirements.

# Matthew Wood

Electrical Inspector

## CONTACT

9221 Minard Road  
Parma, MI 49269

517-569-2003 (office)  
517-745-4645 (cell)

[mwelectricllc@outlook.com](mailto:mwelectricllc@outlook.com)

Blackman Township  
1990 W Parnall Road  
Jackson, MI 49201

Please see the attached resume in regard to your upcoming electrical inspector position.

I look forward to discussing this opportunity with you. To schedule an interview, please call 517-569-2003. The best time to reach me is after 4:00 p.m., but you can leave a message anytime and I will return your call promptly.

Sincerely,

Matthew Wood

swift771986@gmail.com

517-812-7002

Parma United States

## Skills

- Electrical safety
- Electrical troubleshooting
- Construction safety
- Supervisory skills
- NEC codes and codebook
- Residential electric construction
- Deep knowledge of National Electrical Code

## Education And Training

2011

**Journeyman License:**  
**Ann Arbor Electrical JATC**  
Chelsea, MI

2005

**High School Diploma:**  
**Northwest High School**  
Jackson, MI

# Ken Swift Jr

## Summary

Expert Electrical Inspector/ Electrician. With experience completing accurate electrical work. Successfully collaborated with others while skillfully making independent decisions. Continually demonstrated excellent communication skills.

## Experience

### **IBEW Local 252, International Brotherhood Of Electrical Workers - Foreman Electrician**

*Ann Arbor, MI*  
08/2013 - Current

- Directed electricians on installation, maintenance and repair on electrical wiring and equipment.
- Planned and installed complicated circuit systems in both commercial and residential construction.
- Responded to emergency callbacks and provided onsite support.
- Developed accurate estimates and proposals to perform electrical installations and troubleshooting.
- Troubleshoot EMCS and variable frequency drive systems to correct and rectify issues.

### **IBEW Local 252, International Brotherhood Of Electrical Workers - Journeyman Electrician**

*Ann Arbor, MI*  
09/2011 - Current

- Corrected issues and installed new fixtures, wiring, circuits and motors.
- Troubleshoot issues and developed effective solutions.
- Installed and maintained breaker panels for commercial and residential buildings.
- Examined and tested electrical systems to locate loose connections or other faults and make proactive repairs.
- Followed established safety practices when using tools and equipment.
- Led team of apprentice electricians through installing electrical systems and inspected existing circuits.

### **IBEW Local 252, International Brotherhood Of Electrical Workers - Electrical Apprentice**

*Ann Arbor, MI*  
07/2006 - 09/2011

- Installing conduit for electrical installation.
- Following safety rules and guidelines.
- Worked in team-based environment to accomplish projects.
- Put in new new electrical components, fixtures and motors.
- Kept work areas clean, neat and free of hazards.
- Dug trenches and created holes to pull conduit and install supports.

### **Multiple Townships - Electrical Inspector**

*Jackson, MI*  
03/2015 - Current

- Wrote full reports outlining results of inspections.



Nannette M. Sponsler C.P.A. P.L.L.C.  
3210 Gardner Road  
Parma, MI 49269

Blackman Charter Township  
1990 West Parnall Road  
Jackson, MI 49201

This letter is to confirm and specify the terms of my engagement with you and to clarify the nature and extent of services I will provide.

I will perform the following services for you.

1. Provide assistance regarding governmental accounting standards and procedures.
2. Preparation of tax captures, distributions, and compliance with State reporting requirements.
3. Provide assistance in preparing reasonably adjusted trial balances at year-end.
4. Other accounting consulting services as requested by Blackman Charter Township.

My engagement is limited to the period and the accounting services indicated above. I will not audit or review your financial statements as those terms are defined in generally accepted auditing standards or any other accounting documents and information you provide. I will not verify the data you submit for accuracy or completeness. Rather, I will rely on the accuracy and completeness of the documents and information you provide to me.

You are responsible for designing and implementing controls to prevent and detect fraud and informing me about all known or suspected fraud impacting the company. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

My engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or embezzlements, that may exist. However, I will inform the appropriate level of management specifically designated by you, of any material errors that come to my attention and any irregularities or illegal acts that come to my attention, unless they are clearly inconsequential. In order for me to complete this engagement in a timely and efficient manner I require unrestricted access to all documents concerning your financial transactions including but not limited to bank statements, canceled checks, summaries of deposits and billings, a listing of accounts payable and accounts receivable, leases, loans and any other financial information necessary that impacts your accounting records.

My fee for these services will be based upon the amount of time required at my standard billing rate of \$100 per hour, with a limit of no more 24 hours per week, unless approved by the Blackman Charter Township Board.

If any dispute, controversy or claim arises in connection with the performance or breach of this engagement, either party may, on written request to the other party, request that the matter be mediated before suit is filed. Such mediation will be conducted by a mediator appointed by and pursuant to the Rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties.

Each party may disclose any facts to the other party or to the mediator which in good faith it considers necessary to resolve the matter. All such discussions will be for the purpose of assisting in settlement

efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed to by both parties, the mediator will keep confidential all information disclosed during negotiations. The mediator may not act as a witness for either party in any subsequent arbitration between the parties.

The mediation proceedings will be conducted in Jackson County, Michigan and conclude within sixty days from receipt of written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees of the mediator will be borne equally by the parties. If mediation does not finally resolve the dispute, controversy or claim, any ensuing litigation will be brought in Jackson County, Michigan and will be pursuant to Michigan Law.

You agree that my maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of my fees for this engagement.

You agree to indemnify and hold me harmless for any liability and all reasonable costs, including legal fees that I may incur as a result of the services performed under this agreement, in the event there are false or misleading representations made to me by any member of management.

You agree that notwithstanding the statute of limitations of the State of Michigan, any claim based on this engagement must be filed within twelve months after performance of my service, unless you have previously provided me with a written notice of a specific defect in my services that forms the basis of the claim.

As a result of my services to you, I might be requested to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which I am a third party. If this occurs, my efforts in complying with such requests will be deemed billable to you as a separate engagement. I shall be entitled to compensation for my time and reasonable reimbursement for my expenses (including legal fees) in complying with the request. For all requests, I will observe the confidentiality requirements of my profession and will notify you promptly of the request.

If any provision herein is inoperative, the remainder of this agreement shall remain in full force and effect. This document is intended as a final integration of the agreement and can only be modified in writing signed by me. You should have this legal agreement reviewed by your attorney.

To confirm that you agree with the services and terms of this engagement, please sign where indicated at the bottom of this letter and return a signed copy to me. Should you have any questions regarding these requirements or provisions, please feel free to contact me.

Sincerely,



Nannette M. Sponsler, CPA  
Member

ACCEPTED AND AGREED TO BY:

Blackman Charter Township

By: \_\_\_\_\_

Date: \_\_\_\_\_

ADVERTISEMENT  
AND  
NOTICE OF RECEIVING BIDS

CHARTER TOWNSHIP OF BLACKMAN  
JACKSON COUNTY, MICHIGAN

2000 PARNALL ROAD  
DEMOLITION PROJECT

Sealed Bids for the demolition of:

32,970 square feet of factory.

will be received by: Pete Jancek  
Township Supervisor

at the offices of: Charter Township of Blackman  
1990 W. Parnall Road  
Jackson, Michigan 49201

until: 10:00 a.m. (Local Time)  
Thursday, November 2, 2023

at which time and place Bids will be publicly opened and read  
aloud.

The Contract documents may be examined on or after October 16,  
2023, at the offices of:

Ripstra & Scheppelman, Inc.

Electronic copies of the contract documents may be obtained on  
or after October 16, 2023 by submitting an email request to  
Jack L. Ripstra at:

jack@ripstra-scheppelman.com

A non-mandatory inspection of the building and site items to be  
demolished will be held on Tuesday, October 24, 2023, at 2:00 p.m.

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Pete Jancek, Supervisor  
Charter Township of Blackman